



JOB DESCRIPTION:
Membership Student Coordinator, Texas Parents
Spring - Summer 2020

DESCRIPTION OF TEXAS PARENTS

Texas Parents is one of nine departments in the Division of Student Affairs, it facilitates the Family Orientation program for the parents and family members of incoming freshmen and transfer students. Family Orientation is a program designed to introduce parents and families to the university and its resources. During Family Orientation, parents are encouraged to sign-up for the Texas Parents Association. Texas Parents hires a membership student coordinator to assist with the planning and execution of the membership process taking place during the program.

DESCRIPTION OF POSITION

Assist the Texas Parents Membership Associate with membership processing during Family Orientation. Serve as a point of contact for Family Orientation student leader staff, potential members, and have extensive contact with UT staff members. Assist with the administration of online membership fulfillment. Assist with special projects, Family Orientation student staff supervision, and administrative tasks in preparation for and execution of the membership process for Family Orientation programs.

RESPONSIBILITIES

- Assists with the coordination and execution of membership processing; including data entry, and packet preparation;
- Assists with reconciliation of memberships from Family Orientation, including the production of reports;
- Assists with the training and supervision of Family Orientation student leader staff, including but not limited to, co-developing training content, preparing training materials, co-facilitating presentation and knowledge transference, and weekly updates;
- Assists with the inventory and coordinates weekly supplies and materials for Family Orientation;
- Assists with the administration of the UFCU scholarship raffle at each Family Orientation Session;
- Assists the Membership Associate with day-of Family Orientation duties;
- Completes all required coordinator paperwork and training in preparation for job responsibilities; and
- Completes other relevant duties as assigned.

REQUIRED QUALIFICATIONS

- Must be a currently enrolled undergraduate student at The University of Texas at Austin;
- Minimum cumulative GPA of 2.50 at the end of the Fall 2019 semester;
- Strong interpersonal and customer service skills;
- Ability to maintain professional demeanor and maintain confidentiality;
- Excellent written and oral communication skills;
- Proven organizational and problem solving skills;
- Proficient in handling payments made by credit cards, cash and checks;
- Pride in and knowledge of the UT campus community;
- A desire to work with new Longhorn families and Texas Parents members;
- Ability to work on a team;
- Ability to work with diverse populations; and
- Other experience/skills as relevant to specific position responsibilities.

PREFERRED QUALIFICATIONS

- Successfully completed employment as a Family Orientation Student Staff with experience in membership, or successfully completed 1 semester of employment as an Office Assistant for Texas Parents;
- Experience in the development of services and programs that support both parents and students; and
- Experience in development of a training plan for student staff;
- Experience leading peers.

MANDATORY AVAILABILITY

Spring semester:

April 6 - May 19

Required May Meeting:

Kick off Celebration: May 8 from 11:30 a.m.-2:30 p.m. (revised 2.14.20)

Required Training Dates:

May 26 – 29 from 9 a.m. - 5 p.m.

June 1 – 5 from 9 a.m. - 5 p.m.

Required Family Orientation Program dates:

June 8, 15, 22, 25, 29,

July 6, 9, 13, 16, 20

August 19

End of Summer Staff Celebration:

Tuesday, July 21 from 4-6 p.m.

TERMS OF EMPLOYMENT

- 1) Employees are hired for a period of time not to exceed the end of the semester. All appointments automatically expire at the end of the semester. Continued employment depends on student status/enrollment, work performance, schedules and availability, divisional needs and budget constraints.
- 2) Start date April 6 (negotiable)
- 3) Hourly wage of \$10.00 per hour (average 10-19 hours per week)
- 4) Hours to be scheduled between 6 a.m. and 8 p.m., Monday through Friday, with some prescheduled evening and weekend hours.
- 5) Employees are subject to applicable UT policies and procedures.
- 6) Final candidates will be required to complete a University application form.
- 7) All offers contingent upon the successful completion of a background check and the Federal I-9 form.

The University of Texas at Austin is an equal opportunity/affirmative action employer.

SUPERVISOR

Gloria Peña-Spener, Membership Associate, 512.232.9348, gloria.penaspener@austin.utexas.edu

TO APPLY

Please email Resume and Cover Letter to Gloria Peña-Spener